

Staffing Requirement

05-15-03

Labor Category: **Schedule Analyst / System Engineer**

Position Number: SSTI-03-10

Number of Positions: 2

Desired Start: ASAP

Program/Project: EA

Location: Annapolis Junction, MD

Manager: Stockley

Task Description/Responsibilities:

- ☐ Individual will assist the lead scheduler with the development, maintenance and analysis of the enterprise schedule.
- ☐ Duties will include the definition and modeling of programs and projects across NSA and identifying inter-program dependencies and milestone issues.
- ☐ Other duties will include interfacing with customer sources of authoritative schedule information and presenting results.

Minimum Qualifications:

Education:

- ☐ BA or BS Degree

Experience:

- ☐ Individual must have direct experience with Microsoft Project. Other project portfolio management tools experience will be helpful.
- ☐ Experience in the identification and qualification of common project milestones and ability to identify critical dependencies is essential.
- ☐ Familiarity with the NSA organizational structure, the existing NSA enterprise schedule and/or large programs/project management is a strong plus.
- ☐ The individual should have strong interpersonal and coordination skills to facilitate the gathering of enterprise information for the schedule.
- ☐ The individual must also have the ability to create and deliver presentations on schedule status and analysis results.
- ☐ Required skills include MSProject, MSEXcel, MSPowerpoint, and MSWord.

Specific Experience Requirements:

- ☐ Project/Portfolio Mgmt. & other Tools
- ☐ Demonstrated analytic ability
- ☐ Interpersonal & coordination skills

Security Clearance:

- ☐ Current TS/SCI
- ☐ NSA TS/SCI with current CI or LS Poly preferred.

Send detailed resume and salary requirements to: humanresources@strategic-systems-technology.com

Resume Format and Employment Application can be found at: www.strategic-systems-technology.com